

Key Policy & Procedures:

UA & Dept. Key Policy

- A Key request form must be completed by the person requesting the key(s).
- The form must be signed by both the person requesting the key(s) and by their sponsor, for the key request to be accepted and approved.
- If you lose your key(s), report it IMMEDIATELY to the Accounting Team.
- Never loan your key(s) to anyone.
- Do not prop open any doors after business hours. ***A silent alarm will sound and call UAPD.**
- If working from afar or on internship, you will not be allowed to take key(s) with you unless you have approval from your sponsor.
- Never throw your key(s) away.
- Upon leaving the department, all key's must be returned to the Key Desk.

Key Request Procedures

- Complete and sign the Psychology's Key Request Form from the department's website: <http://psychology.arizona.edu/departments-resources>. ***Form must be signed by sponsor.**
- Submit the form to the Accounting Team, room 338 and bring your CatCard **OR** email the form to psyaccounting@email.arizona.edu, and attach a picture of your CatCard.
- You will then receive an email to sign another form from the Key Desk and schedule an appointment to pick up your key(s). ***Must have your CatCard when picking up your key(s).**
- You will have 30 days to schedule the appointment with the Key Desk.

Key Desk is located at: 1533 E. Helen St. Bldg. 155J
Tucson, AZ 85721

Hours: Monday – Friday 6:30am to 3:00pm

Office Phone: (520)621-1612

Email: FM-Keydesk@email.arizona.edu

Return Key Procedures

- The Key Desk has a 24/7 key return located on their front door. ***No appointment needed to return key(s).**
- You will place your key(s) inside one of the provided envelopes with your name and UA email written on top and deposit the envelope through the door slot.
- The Key Desk will send you an email of the key receipt once your key(s) have been confirmed as returned.
- If you are unable to drop your key(s) off on or before your last day worked, you will need to bring them to the Accounting Team, room 338.